## Agenda

**Oregon Public Purchasing Association**  
**Meeting of the Board of Directors**  
**June 8, 2012**  
11:30 am – 1:00pm  

**Location:** DAS State Procurement Office  
1225 Ferry Street SE, Salem OR  
Neahkanie Conference Room

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Person</th>
<th>Minutes</th>
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<tbody>
<tr>
<td>1. Meeting Called to Order and Introductions, Board meeting protocol, ground rules</td>
<td>Katie</td>
<td>20</td>
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| 2. Standing Reports  
  - Secretary’s Report  
  - Treasurer’s Report  
  - Meeting Evaluation Report | Linda, Tim, Katie | 2, 2, 5 |
| 3. New Business  
  - 2012/13 Committee Chairs  
  - Annual Audit  
  - Spring Conference attendee list to vendors  
  - Survey Monkey Changes in Account  
  - Forum Shirts  
  - Volunteers | Katie, Katie, Katie, Tim, Katie, Katie | As long as needed, As long as needed, As long as needed, As long as needed, As long as needed, As long as needed |
| 4. Old Business  
  - Debrief Spring Conference and Retreat (Bylaws/handbook assignments)  
  - Round Table –As needed | All, All | As long as needed, As time allows |
| 5. Upcoming Board Meetings:  
  - General Board Meeting July 13, 2012 | | 11:30 am-1:00 pm |

**Upcoming Dates**  
Fall Conference

**Parking Lot**  
Ideas to Increase Volunteers  
Incorporate Green into OPPA (Camber)

**GROUND RULES**

- Participate
- Listen actively
- Allow time for everyone to have input
- Speak opinion to entire group – no side bars
- What is best for OPPA
- Use the parking lot
- Manage electronics
- Be respectful
- Main point first
- Stick to the point
- Be aware of the time
- Be present (not physically being there)